



# Rapid Reference: Introduction to Google Documents

## Getting Started

### Sign into GoogleDocs

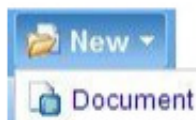
---

1. Go to <http://docs.google.com>

**Please Note:** You must have a Gmail account

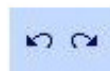
### Creating and Editing a Document: The Basics

---

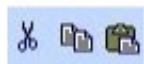


1. Click on **New** ---> **Document**

2. From the **Edit** tab, you can click on a variety of options that will change the way your text will look:



The **Undo** button (Left) will undo the last thing that you have altered in your document (Ex. Adding or deleting text or an image). The **Redo** button (Right) will restore it.



The **Cut** button (Left) will delete the last thing that you have altered in your document. The **Copy** button (Middle) will copy any highlighted item onto your Clipboard. The **Paste** button (Right) will paste the last thing you have copied onto your document.



The **Link** button enables you to create a hyperlink in your document that will bring your readers to a webpage that you specify.



The **Numbered List** button (Left) allows you to create an ordered list sorted in numerical order. The **Bulleted List** button (Right) permits you to make an unordered list.



The **Indent Less** button will gradually remove any indentation that you have inserted. The **Indent More** button will slowly add indentation to highlighted lines.



The **Quote** button lets you insert a block quote into your text.



The **Align Left** button is selected by default and aligns your text with the left margin. You may also align your text in the center with the **Align Center** button or with the right margin by clicking the **Align Right** button.



The **Remove Formatting** button will erase all of the formatting changes that you have made to your document since it was last saved (Ex. Adding indentation or changing the alignment).

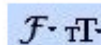
### Changing Text Format

---

From the **Edit** tab, you may also change the format of your text:



The **Bold** button bolds highlighted text, while the **Italic** button italicizes selected text and the **Underline** button underlines it.



The **Font** button will change the font of any highlighted text. The **Size** button will change the size of all selected text.



The **Text Color** button will change the color of any highlighted text to one of your choice. The **Highlight Color** button will place a highlight in any color behind your original text.

# Rapid Reference: Introduction to Google Documents

## Editing a Document: Advanced

If you click on the **Style** button from the **Edit** tab, you are presented with the following options:

Paragraph:

- ✓ Normal paragraph
- Header 1 (huge)
- Header 2 (big)
- Header 3 (standard)
- Justify text

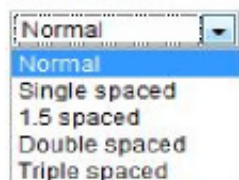
The **Normal paragraph** option is checked by default and allows you to type normally. **Header 1**, **Header 2**, and **Header 3** will make any highlighted text larger than what you have typed, which is an easy way to create a header for your document. **Justify text** will align the left margin.

Page spacing:

(see Document settings)

The **Page spacing** option will take you to **Document settings**, where you can:

Line-spacing:



- Change the spacing between your lines with the **Line-spacing** option.

- Make your text align right-to-left with the **Right-to-left** option.

- Change the color of the background of your document with the **Document Background Color** option

Right-to-left:

☐ Make the page text align right-to-left  
(for Hebrew and Arabic documents)

Document Background Color:

#####

You may also change your font and font size in **Document Settings**.

## Adding Extras

From the **Insert** tab, you can perform any one of the following actions:



The **Image** button allows you to insert an image from your computer or from the web into your document.



The **Comment** button enables you to add helpful annotations to your document.



Page break  
Horizontal line

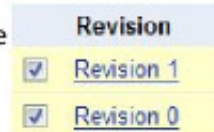
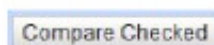
The **Separator tab** lets you place a **Page break** or a **Horizontal line** into your document to serve a content divider.

From the **Insert** tab, you may also add a **Link**, a **Table**, or a **Bookmark** to your document or insert a **Special character**.

## Finishing Up



From the **Revisions** tab, you can view a record of all the changes that you have made to your document.



You can also compare your previous revisions with your current document using the **Compare** button. Simply click on the empty box next to any of the revisions you want to check and click **Compare Checked**.



The **Preview** button enables you to view your document as it will look when it is printed out.



The **Print** option lets you print your document in portrait or landscape format and add page numbers to your work.



The **Email** button allows you to e-mail a message to anyone you wish, attaching your document to the e-mail itself or pasting its contents directly into the e-mail.



# **Rapid Reference:** Introduction to Google Documents

## Collaboration

---

### Share

The **Share** button lets you invite others to view your finished document by e-mailing a copy to them. If you wish, these people may also invite more individuals to see your work.

### Publish

With the **Publish** button, GoogleDocs will publish your document to the Internet, where you can provide anyone you wish with its URL. You can also post your work to your blog.

### File ▾

From the **File** option, you can create a **New** document or **Rename** your current one. You can also **Copy** or **Delete** all of your progress. Additionally, you may choose **Save copy as a presentation**, which will make your document into a GoogleDocs Presentation, or **Export** your document, which will reformat it into a zipped **HTML** file, an **RTF**, a Microsoft **Word** document, an **OpenOffice** document, a **PDF**, or a **Text** file. Finally, you can check your **Word Count** or **Find and replace** specific words or phrases in your document.

## Help

---

If you have additional questions about **GoogleDocs in general**, please feel free to contact Instructional Technologies at **x7489**. For **GoogleDocs support issues**, contact Google at: <http://docs.google.com/support/>